



POSITION DUTY STATEMENT

NAME	MCR I
CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 538-305-5393-930
WORKING TITLE Program Support Analyst	DIVISION/UNIT Land Resource Protection/Admin Support
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY 6

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT: Under the direct supervision of the Staff Services Manager I (SSM I) the Associate Governmental Program Analyst (AGPA) provides administrative support for grant programs administered by the Division of Land Resource Protection (DLRP). The AGPA is responsible for the development of informational resources, bond coordination, project administration, grant program analysis, and content management activities needed for the effective operation of DLRP programs. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **30% Program Administration**

- Provides technical bond coordination support to the Division in such areas as budgets, accounting, legislation, and contracts. Acts as the back-up Bond Executive for the division with responsibilities in areas such as using FI\$Cal to reconcile the Agency Bond Consolidated Reporting System (ABCRs), actively maintaining legislative knowledge of bond code section requirements, tracking information through bond accountability reports, bond allocation reports, bond affordability charts, ABCRs reports, coordinating cash drills and bond related drills to meet deadlines, overseeing tab run reconciliation and cert form processing timely, and working cooperatively with the State Treasurer's Office, Department of Parks and Recreation's Statewide Bond Unit, and other State Bond Coordinators to ensure responsible bond accountability measurables are in place, assign roles in ABCRs, and maintain knowledge of general contract activities through consultation with Division staff and management on fiscal aspects of the Division. Develop and maintain data tracking resources for communicating bond related issues.

- **30% Purchase Order/Grant Processing**
Independently create Purchase Orders, Amendments, and other grant related documents for grant processing in Fi\$Cal. Prepare invoices and other documentation in coordination with grant administrators and supervisors. Independently develop resolutions to problems based on knowledge of general State administrative practices. Prepares progress tracking reports for management.
- **20% Program Support**
Develops comprehensive resource materials related to grant management, program processes, and Division policies. Consult's subject-matter experts in the development of resource materials to clarify ambiguities and obtain information to ensure accuracy and comprehensiveness of material as needed. Process Public Records Act (PRA) requests as needed.
- **10% Content Management**
Assists with managing program documents, informational materials, graphics, and related content on DOC website and social media. Completes training and attends meetings conducted by the DOC's Public Affairs Office and/or the Enterprise Technology Services Division as needed.

- **MARGINAL FUNCTIONS**

- **5% Special Projects**
Performs special projects such as legislative bill review and analysis; budget document preparation (such as budget change proposals) and prepares material in response to Agency, Director's Office, and Division Assistant Director's requests. Works cooperatively with other members of the Division on special projects; serves on Departmental or DLRP committees as needed.
- **5% Administrative**
Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**

The AGPA reports directly and receives direction from the SSM I in DLRP. The incumbent may also receive direction from other program managers.

C. **SUPERVISION EXERCISED**

NONE

AGPA will routinely interact with Department and Division employees, all levels of government, consultants, the public and stakeholders. Personal contact may be made via meetings, written correspondence, telephone, mail, e-mail or in person regarding DLRP programs.

D. **ACTIONS AND CONSEQUENCES**

While management is responsible for policy and programmatic decision making; inadequate performance in this position or a lack of professionalism in communication with peers in the Department

or partner agencies may result in inefficient use of state resources and time, contribute to the loss of support for DLRP programs and diminish relationships with governmental entities, partner agencies, and the public.

E. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Positioned at a desk during core office hours using a computer, keyboard, mouse and monitor for prolonged periods of time.
- Attending in-person meetings.
- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California.
- Use of a telephone console and cellular telephone.
- Occasional operation of state-owned vehicle to drive long hours to meetings.

F. **OTHER INFORMATION**

Telework is available for this position in accordance with the Department's Telework policy and procedures.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	Supervisor Printed Name	Date